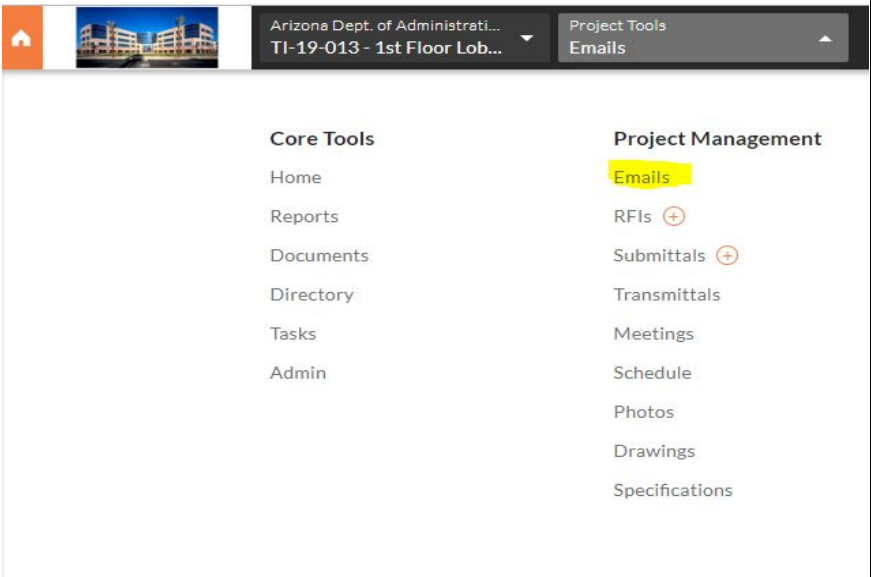


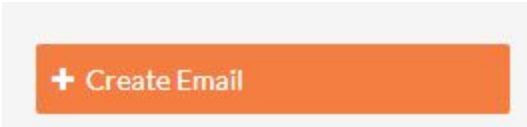
Standard Work Sheet

Form:	SR 01	Statutory Plan Review	
Who: Architect/Engineer (A/E) Project Point of Contact (POC) Statutory Review (SR) Third Party Reviewer (TPR)	Owner: SR NOTE: SR includes Construction Compliance Officer and Construction Program Specialist	Date:	01/14/2019
		Revision:	1 - 1/22/19 2 - 1/28/19 3 - 5/23/19
1	POC	Start Process for Third Party Review Prior to submission of PO or Plans for Review: <ul style="list-style-type: none"> Project must be setup in PROCORE using the PROCORE Set-Up Sheet. This will be done upon contract preparation and <u>prior to procurement of Third Party Review</u>. Setup Sheet will be submitted to procore@azdoa.gov. Location of Set-Up Sheet: https://gsd.az.gov/content/procore-project-set <p>Once your project is set up in PROCORE, <u>all project correspondence will be submitted in PROCORE using the EMAIL TOOL:</u></p> <div data-bbox="760 1173 1206 1281" data-label="Image"> <p>A screenshot of a software interface showing a dropdown menu with 'Project Tools' selected, and 'Documents' is the visible option.</p> </div> <div data-bbox="831 1371 1180 1411" data-label="Text"> <p>Project Management</p> </div> <div data-bbox="831 1434 979 1472" data-label="Text"> <p>Emails</p> </div> <ul style="list-style-type: none"> POC shall provide an estimated value of construction to the Third Party Reviewer in order to set up a PO. The request for this proposal will be done via PROCORE email - see screenshot below to find the Email tool in PROCORE: 	

Standard Work Sheet



- When sending your proposal request, choose “Create Email” in the top right corner of the PROCORE screen:



- In the “To” dropdown, select “Third Party Reviewer.”

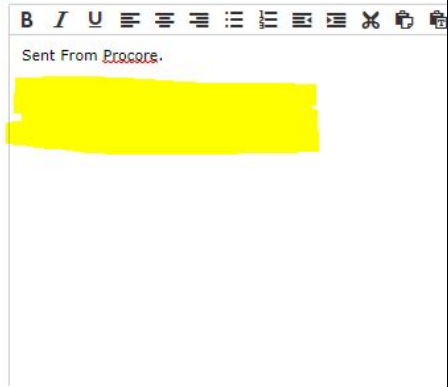



- Enter your subject line:



- Enter your request comments and estimated value of construction in the “Messages” box. (*Request that your proposal be sent back via PROCORE Email when typing your request into the Messages box*):

Standard Work Sheet

		<p>Message:</p>  <ul style="list-style-type: none">• Click on “Send”  <ul style="list-style-type: none">• Third Party Reviewer will return the estimate via PROCORE Email using the steps shown above.• Once the estimate is received from Third Party Review, a PO will be requested by the POC. PO should be issued well in advance of the completion of the plans and specs. Send a copy of executed PO to Third Party Reviewer via PROCORE email using the process above, and cc SR. <p>Note: Third Party Plan Review will not commence until PO is received AND the Statutory Review and Risk Exposure Checklists are completed and returned via PROCORE Transmittal. Additionally, the Drawing Submittal Requirements Checklist must be submitted as a cover page when initial plans are submitted for review.</p>
--	--	--

Standard Work Sheet

<p>2 POC A/E SR</p>	<p>Statutory Review Plan Submittal</p> <ul style="list-style-type: none">• Prior to submitting plans for first review, POC must submit the signed and dated Statutory Review Checklist as a Transmittal in Procore. <i>(The checklists will be sent to the POC upon initial project set up, as well as instructions on how to resubmit as a Transmittal).</i> Statutory Review Checklist may also be found at: https://gsd.az.gov/statutory-review under Checklists. You will find the instructions for submitting Transmittals at: https://gsd.az.gov/statutory-review: <p>Information & Procedures</p> <p>PROCORE Project Setup Instructions</p> <p>Checklist Transmittals through PROCORE Instructions</p> <ul style="list-style-type: none">• The Drawing Submittal Requirements Checklist must be attached as a cover page to the plans when submitting for the first time for Third Party Review. The Checklist can be found at: https://gsd.az.gov/statutory-review under Checklists. <p>Checklists</p> <p>Contract Review Checklist</p> <p>Drawings Submittal Requirements</p> <p>Project Closeout Checklist</p> <p>Risk-Project Exposure Checklist</p> <p>Statutory Review Checklist</p> <ul style="list-style-type: none">• POC will place the Drawing Submittal Requirements Checklist and Plans and Specs in the PROCORE Document Tree under <i>Statutory Review Files - AE Plans and Spec Submittal</i>. (See next page for screenshot)
-----------------------------	---





Standard Work Sheet

The screenshot displays the PROCORE software interface. At the top, the header includes a home icon, a project image, and the text 'Arizona Dept. of Administrati...' and 'TI-19-013 - 1st Floor Lob...'. A 'Project Tools' dropdown menu is open, showing 'Emails' and 'Project Management' options. Below this, a 'Core Tools' menu is visible with options: Home, Reports, Documents (highlighted), Directory, Tasks, and Admin. To the right, a 'Project Management' menu lists: Emails, RFIs (+), Submittals (+), Transmittals, Meetings, Schedule, Photos, Drawings, and Specifications. Below the menus, a 'Documents' section is highlighted with a gear icon. A search bar and an 'Add Filter' dropdown are present. The main content area shows a folder tree for '1st Floor Lobby Renovation' with the following structure:

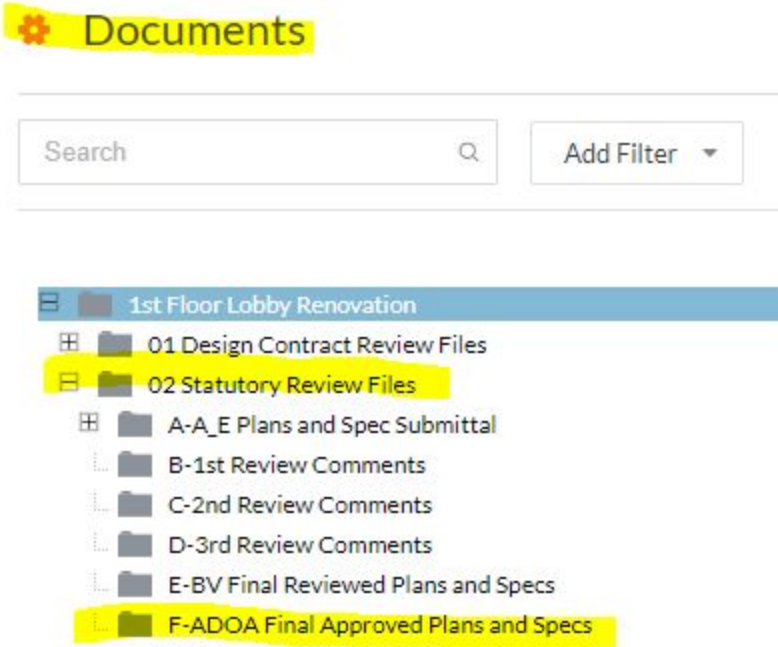
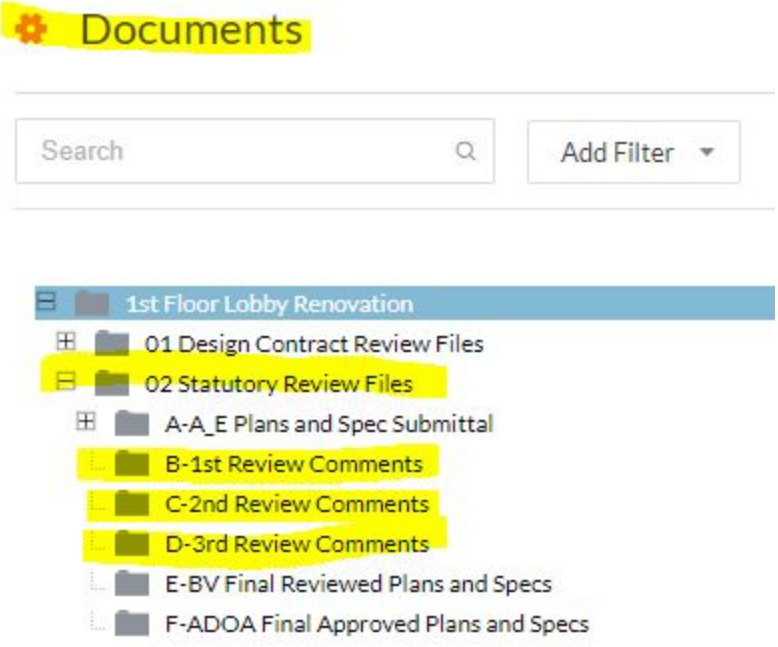
- 1st Floor Lobby Renovation
 - 01 Design Contract Review Files
 - 02 Statutory Review Files
 - A-A_E Plans and Spec Submittal
 - B-1st Review Comments
 - C-2nd Review Comments
 - D-3rd Review Comments
 - E-BV Final Reviewed Plans and Specs
 - F-ADOA Final Approved Plans and Specs

- POC then notifies SR with cc to TPR via PROCORE email. Please indicate the file location in PROCORE where the plans can be retrieved. **NOTE: Please use the Email Tool as described above - do not email directly from the Document folder.**
- Third Party Review begins 12 Working Day review process upon date of PROCORE email to SR with cc to TPR.

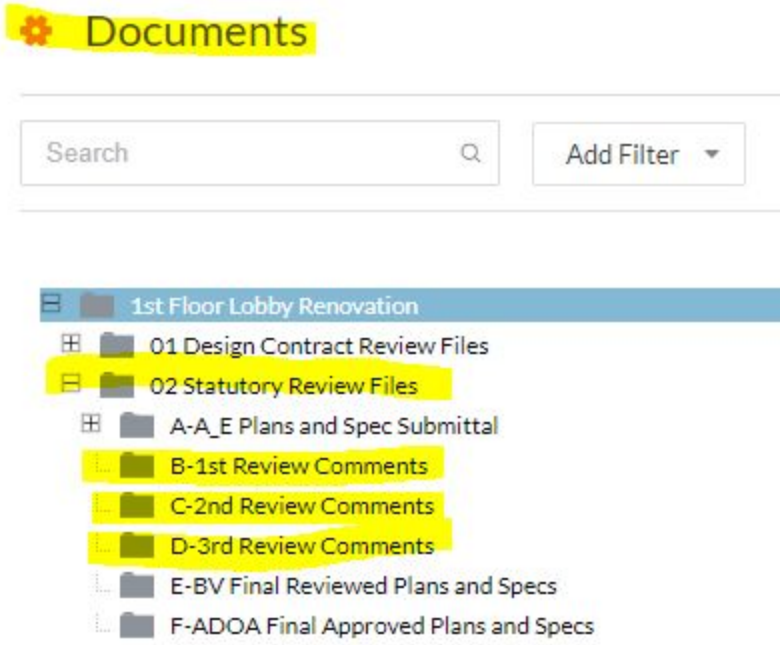
Standard Work Sheet

<p>3 TPR SR</p>	<p>TPR Completes First Review-Approved</p> <ul style="list-style-type: none">• Third Party Reviewer will review and approve plans, upload them to the PROCORE Document Tree under <i>02 Statutory Review Files - E - BV Final Reviewed Plans and Specs</i>, and submit an email via PROCORE to Statutory Review indicating location of stamped and approved plans and specs. <div data-bbox="625 499 938 552"> Documents</div> <div data-bbox="641 615 1365 680"><div>Search </div><div>Add Filter </div></div> <div data-bbox="662 783 1401 1134"><p>The screenshot shows a document tree structure. The root folder is '1st Floor Lobby Renovation'. Under it are '01 Design Contract Review Files' and '02 Statutory Review Files'. Under '02 Statutory Review Files' are 'A-A_E Plans and Spec Submittal', 'B-1st Review Comments', 'C-2nd Review Comments', 'D-3rd Review Comments', 'E-BV Final Reviewed Plans and Specs', and 'F-ADOA Final Approved Plans and Specs'. The folders '02 Statutory Review Files' and 'E-BV Final Reviewed Plans and Specs' are highlighted in yellow.</p></div> <ul style="list-style-type: none">• Statutory Review will digitally approve plans and specs, and place them into the PROCORE Document Tree under <i>Statutory Review Files - ADOA Final Approved Plans and Specs</i>.• Statutory Review will notify Point of Contact via PROCORE email of Final Approved Plans and location.
-------------------------------	--


Standard Work Sheet

	 <p>Documents</p> <p>Search <input type="text"/> Add Filter ▼</p> <ul style="list-style-type: none"> 1st Floor Lobby Renovation <ul style="list-style-type: none"> 01 Design Contract Review Files 02 Statutory Review Files <ul style="list-style-type: none"> A-A_E Plans and Spec Submittal B-1st Review Comments C-2nd Review Comments D-3rd Review Comments E-BV Final Reviewed Plans and Specs F-ADOA Final Approved Plans and Specs
<p>4 TPR POC SR</p>	<p>TPR Completes First – Third Review With Comments</p> <ul style="list-style-type: none"> If revisions are needed <u>TPR will notify POC with cc to SR</u> via PROCORE email. TPR will place plans and specs into the PROCORE Document Tree under <i>Statutory Review Files - 1ST Review Comments (2nd Review, 3rd Review, etc).</i>  <p>Documents</p> <p>Search <input type="text"/> Add Filter ▼</p> <ul style="list-style-type: none"> 1st Floor Lobby Renovation <ul style="list-style-type: none"> 01 Design Contract Review Files 02 Statutory Review Files <ul style="list-style-type: none"> A-A_E Plans and Spec Submittal B-1st Review Comments C-2nd Review Comments D-3rd Review Comments E-BV Final Reviewed Plans and Specs F-ADOA Final Approved Plans and Specs

Standard Work Sheet

	<ul style="list-style-type: none"> • POC will ensure A/E addresses all comments in a timely manner. • POC will upload Revised/Corrected Plans under the PROCORE Document Tree under <i>Statutory Review Files - 1ST Review Comments (2nd Review, 3rd Review, etc)</i>. File name will indicate “Revised/Corrected Plans” as well as which Review (2nd, 3rd, etc).  <p>The screenshot shows the PROCORE Documents interface. At the top, there is a 'Documents' header with a gear icon. Below it is a search bar with the text 'Search' and a magnifying glass icon, and an 'Add Filter' button with a dropdown arrow. The main area displays a folder tree for '1st Floor Lobby Renovation'. The tree includes the following folders: '01 Design Contract Review Files', '02 Statutory Review Files' (highlighted in yellow), 'A-A_E Plans and Spec Submittal', 'B-1st Review Comments' (highlighted in yellow), 'C-2nd Review Comments' (highlighted in yellow), 'D-3rd Review Comments' (highlighted in yellow), 'E-BV Final Reviewed Plans and Specs', and 'F-ADOA Final Approved Plans and Specs'.</p> <ul style="list-style-type: none"> • <u>POC will email SR and cc TPR</u> of resubmission, as well as location of revised plans.
5 SR	<p>Distribute Approved Submittal</p> <ul style="list-style-type: none"> • Within 3 working days of receipt of TPR stamped plans, SR places the final approved plans and specs into the PROCORE Document Tree under <i>Statutory Review Files - Final Approved Plans and Specs</i>, and notifies POC via PROCORE email.

Standard Work Sheet

 Documents

Search

Q

Add Filter ▾

1st Floor Lobby Renovation

01 Design Contract Review Files

02 Statutory Review Files

A-A_E Plans and Spec Submittal

B-1st Review Comments

C-2nd Review Comments

D-3rd Review Comments

E-BV Final Reviewed Plans and Specs

F-ADOA Final Approved Plans and Specs

NOTE: Plans and specs are not “Approved” until stamped by TPR AND SR

9